

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 April 12, 2016

5 Library Board President Margaret Payne convened the meeting at 8:35 a.m. in the  
6 Meeting Room of the Library. Also attending were Trustees Martha Fuller and Regina  
7 Zwilling; Trustee Alexander Conrad attended via telephone. Library Director Phil  
8 Heikkinen, staff member Mary Pugh; and community members.

9 **WELCOME & INTRODUCTIONS** – Margaret welcomed everyone, and thanked them  
10 for attending.

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – None.

12 **ROUTINE MATTERS**

13 Minutes: No one had changes to propose. Alex made a **MOTION** to approve  
14 Minutes from March 8 and 22, 2016. Margaret seconded and the **MOTION** passed  
15 unanimously.

16 Vouchers and Payroll: Regina reviewed and initialed payroll and the invoices for  
17 the General and Building Funds.

18	3/1/2016 Invoice Accounting Report	\$5,448.31
19	3/9/2016 Invoice Accounting Report	\$4,788.19
20	3/15/2016 Invoice Accounting Report	\$4,325.36
21	3/22/2016 Invoice Accounting Report	\$2,516.28
22	3/29/2016 Invoice Accounting Report	\$3,201.04
23	3/2/2016 Invoice Accounting Report (Bldg Fund)	\$21,395.05
24	3/15/2016 Invoice Accounting Report (Bldg Fund)	\$36,132.75
25	3/22/2016 Invoice Accounting Report (Bldg Fund)	\$140.00
26	March 2016 Payroll	\$29,109.16

27 Regina made a **MOTION** to approve the March payroll totaling \$29,109.16;  
28 Margaret seconded, and the **MOTION** passed unanimously.

29 Regina made a **MOTION** to approve all payments from the Building Fund  
30 invoice accounting reports totaling \$57,667.80; Margaret seconded, and the **MOTION**  
31 passed unanimously.

32 Regina made a **MOTION** to approve all payments from the General Fund invoice  
33 accounting reports totaling \$20,279.18; Margaret seconded, and the **MOTION** passed  
34 unanimously.

35 **PUBLIC COMMENT** – None.

36 **PLANNING & PRIORITIES**

37 Library Building Expansion: The Board discussed feedback from the Eastsound  
38 Planning and Review Committee (EPRC) and SJC Community Development for  
39 questions on the site plan and Rose Street revisions. Also discussed were public notice  
40 for the project bidding, square foot costs for similar projects, construction timeline, and  
41 the contractors' walk-through.

42 Margaret discussed the updated fundraising plan and how to involve more  
43 people. Plans were outlined for June, July and August. Additional funding sources were  
44 discussed. Mary suggested asking the Friends about using a targeted letter and email  
45 ask.

46 **NEW BUSINESS**

47 Sculpture Donation: Margaret discussed the proposed gift of a sculpture as a  
48 memorial to long-time Library volunteer AnaMae Kann. Local artist Pete Welty has  
49 constructed a sculpture that could be placed on the Library grounds. Margaret made a  
50 **MOTION** to accept the donation of a sculpture based on the design of artist Pete Welty.  
51 Martha seconded, and the **MOTION** passed unanimously.

52 Relevant News and Issues: Phil reminded the Board of the upcoming WLA  
53 conference in Spokane April 29<sup>th</sup>.

54 Director's Report: Phil took questions on his report including the staff retreat,  
55 attendance and circulation statistics, and possible County grant for the park stair  
56 revision. He also talked about a student senior project constructing a picnic table and  
57 donating it to the Library.

58 Friends of the Library: There was no report. Martha will be attending today's  
59 meeting; future meetings are: May – Margaret; June – Regina; July – Alex; September –  
60 Tom.

61 **REPORTS FROM ACTIVE COMMITTEES**

62 Resources and Programs: Phil mentioned the May 7 *Currents* program o  
63 microbes.

64 Community Relations: None.

65 Facilities & Systems: Margaret mentioned the landscaping.

66 Finance: None.

67 Policy & Personnel: None.

68 **PUBLIC COMMENT** – Leif asked about the donation match at OICF and access to the  
69 campus during the groundbreaking ceremonies.

70 **OTHER** – Margaret scheduled a Library Board Special Meeting on April 26 at 8:30 to  
71 discuss the building project, to last about an hour; also on May 17 to consider bids from  
72 contractors.

73 There being no further business, the Meeting was adjourned at 10:26 a.m.

74 Submitted by Mary Pugh.

75 Approved \_\_\_\_\_

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting Minutes

4 April 26, 2016

5 Library Board President Margaret Payne called the Special Meeting to order at 8:33 a.m.  
6 in the Library's Community Room. Also attending were Trustees Tom Fiscus and  
7 Alexander Conrad (by phone); Library Director Phil Heikkinen; and community member  
8 Leif.

9 1. Introductions: Margaret welcomed everyone to the meeting.

10 2. Additions or Modifications to the Agenda: None

11 3. Building Project:

- 12 • Margaret reviewed the notes from the meeting she and Phil had with fundraising  
13 professional Nanette Pyne. Some of the ideas included a donor recognition  
14 plaque/wall; dinner at the home of a major donor; updating the donor list; meeting  
15 with newer residents; and applying to likely foundations.
- 16 • Margaret led discussion about the groundbreaking picnic; *Sounder* insert; parade;  
17 t-shirts; convening a meeting of the Honorary Committee; recording the project via  
18 a webcam; communicating the results of the bid process; and involving the Friends  
19 board and membership in upcoming events.
- 20 • Margaret and Phil will meet again with Nanette to review donor lists and  
21 foundations.
- 22 • Upcoming events and decisions will include a public campaign, determination of  
23 criteria for inclusion on a donor wall or plaque, and placement of donation jars.

24 4. Other: None.

25 5. Adjournment: There being no further business, the meeting was adjourned by the  
26 President at 9:45 a.m.

27 Submitted by Phil Heikkinen.

28 Approved: \_\_\_\_\_